

Position Description



YWCA CANBERRA

Position Information	
Position	Work Health & Safety Officer
Date approved	April 2024
Program	People and Capability
Supervisor	People and Capability Director
Location	YWCA Canberra Central Office
Hours of work	24 hours per week
Salary	Grade 3 Level 1 of the YWCA Canberra Enterprise Agreement 2023-2027

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2023-2027• Appointment is subject to a satisfactory Working with Vulnerable People check at own cost• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6-month probation period

Position Statement
<p>The role of Work Health and Safety Officer contributes to the YWCA Canberra's commitment to Work Health Safety (WHS) by promoting health, safety, and wellbeing across our organisation. The WHS Officer will play a pivotal role in ensuring that our organisation maintains high standards of workplace health and safety by adhering to legislative requirements and best practices.</p>

Responsibilities
<p>Key Responsibilities</p> <p>Reporting to the People and Capability Director, the key responsibilities of the Work Health and Safety Officer include:</p> <ul style="list-style-type: none">• Improving the overall awareness levels of workplace safety at YWCA Canberra to provide a safe work environment for all• Communicating WHS policies effectively to staff to enhance compliance across all levels of the organisation• Proactively managing WHS risks and hazards across all YWCA Canberra sites• Facilitating cooperation between YWCA Canberra and their staff in instigating, developing and carrying out measures to ensure health and safety at work.• Formulating, reviewing and disseminating WHS standards, rules and procedures for YWCA Canberra• Reporting violations, unsafe practices, incidents and near misses

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Steward: People and Capability Director	Approved By: CEO

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	<ul style="list-style-type: none"> • Attend and contribute to bi-monthly WHS Committee meetings • Conducting workplace inspections and safety audits and making recommendations to control any identified hazards or areas of non-compliance where required • Assisting in the analysis of incidents and near misses by inspecting incident sites and participating in investigations where required • Recommending corrective and preventative action of all notifiable and significant events where appropriate • Assisting in implementation of QMS and conducting training with managers • Accurately maintaining the online WHS system, ensuring accurate reporting in the system and maintaining registers where required. • Provide secretariate support to the WHS Committee
<p>In relation to YWCA Canberra</p>	<ul style="list-style-type: none"> • Read, understand and uphold the policies and procedures of the organisation. • All employees are expected to work in a manner that aligns with and upholds the Organisation's values and ethics. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager • Contribute to creating a safe and healthy environment for all employees by working within the Work Health and Safety framework.
<p>Selection Criteria</p>	
<p>Qualifications</p>	<ul style="list-style-type: none"> • Minimum Certificate IV or Diploma in Work Health & Safety
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of Work Health Safety legislation, regulations, codes of practice and standards including psychosocial hazards and risks • Knowledge of safe work practice, including manual handling and safe lifting techniques • Proficient in the use of Microsoft Office applications as well as sound systems knowledge
<p>Capabilities and Behaviours</p>	<ul style="list-style-type: none"> • Excellent communication and stakeholder engagement skills • Strong analytical and problem-solving skills with the ability to assess risks and develop practical solutions • Proven ability to work independently, prioritize tasks, and manage competing deadlines.
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Ability to work within the philosophy and of the YWCA Canberra • High levels of computer literacy • Current full unrestricted driver's licence • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia

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Authorisation

Acknowledgement by Incumbent	Signature: Name:	Date	Click here to enter a date.
Executive Director	Signature: Name:	Date	Click here to enter a date.

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